

Falher Regional Intermunicipal Library Board Meeting Minutes

Tuesday, October 6, 2020 Virtual Meeting using Zoom
7:00 pm – 8:30 pm

www.zoom.us/join Meeting ID: 820 5226 0471 Passcode: 248226

Attendees

Lindsay Brown (e-Chair), Jackie Hockey (Meeting Secretary), Natasha Smit, Mai Noosri-Bérubé, Hillary Reid, Diane Gervais, Raoul Johnson, Rita Boulet, James Bell, Valérie Bell, Doreen Horvath (Library Manager)

Item	Topic for discussion	Motion	Action
1.	Meeting called to order @ 7:02 pm; motion to accept agenda.	Raoul	Carried
2.	OLD BUSINESS		
2.A.	Approval of Minutes from Previous Meetings		
	<p>1. June 2, 2020 Board Minutes</p> <ul style="list-style-type: none"> - Motion to approve June 2 Board minutes. <p><u>Business Arising from the Minutes:</u> <u>COVID reopening next Steps</u> approved by Sept 7 Board e-Vote:</p> <ul style="list-style-type: none"> - <i>E-Vote Motion 1: To open up the library to the public, effective Sept 15, for a one month trial (with a focus on supporting CERC clients and seniors), as recommended by the Library Manager.</i> <ul style="list-style-type: none"> - Motion to ratify e-Vote results. 	Rita	Carried Carried
	<p>2. June 10, 2020 In-Camera Board Minutes</p> <p><u>Business Arising from the Minutes:</u></p> <ul style="list-style-type: none"> - Governance Updates needed to reflect Board direction: <ul style="list-style-type: none"> • Chair, Board, Friends and Staff vs. Volunteer roles clarified. • Previously shared Library Director Role to Library Manager only (Library Manager / CERC Coordinator roles combined; Chair removed from all day-to-day operations). • Pandemic / infectious disease operations and management. • Appendices updated as needed (new / updated forms). • Recommend which policies should be published online. - Updates were completed and posted for the Board to review and collaborate online August 28th. The Governance Committee met and reviewed all updates with the Library Manager Sept 23. <p>1. <u>Motion to approve online publication of existing policies</u>, as recommended by the Governance Committee as follows:</p> <ul style="list-style-type: none"> <u>Public Library Service Overview</u> Policies A1, A2 <u>Board and Board Duties</u> Policies B1, B2, B3, B4, B5, B6, B12 <u>Safety and Use of Library Facilities</u> Policies D1, D2, D3, D7 <u>Library Services, Resource Management and Sharing</u> Policies E1, E2, E4, E5, E6, E7, E8, E10 <u>Finance, Fundraising and Records Management</u> Appendix B 	Hillary	Carried (2/3)

	<p>2. <u>Motion to approve policy updates and online publication</u>, as recommended by the Governance Committee to the:</p> <p><u>Policy Terms of Reference and Definitions</u> <u>Board & Board Duties</u> Policies B7, B8, Appendix B <u>Personnel Policies</u> Policies C2, C3, C7, C8, C9, C11, C13, C14, C15, C16, C20, Appendix D, E, F and G. <u>Safety and Use of Library Facilities</u> Policies D4, D5, Appendix B and E. <u>Library Services, Resource Management and Sharing</u> Policies E3, E9, E11 <u>Finance, Fundraising and Records Management</u> Policies F1, F2, F3, F6, Appendix A, C and D.</p> <p>3. Amended policy updates for Board review October 6, 2020, (updated by the Governance Committee, on September 23rd, 2020.)</p> <p><u>Board & Board Duties</u> B13 Governance Review <u>Personnel Policies</u> C12 Leaves of Absence C18 Library Volunteers C19 Staff and Volunteer Recognition <u>Safety and Use of Library Facilities</u> Appendix C Emergency Response / Business Continuity Plan <u>Finance, Fundraising and Records Management</u> F4 Donations, Fundraising and Sponsorship</p> <p>Motion to approve policy updates and online publication, as recommended by the Governance Committee with amendments per Board discussion.</p> <p>4. Policy updates requiring additional Board input</p> <p><u>Board & Board Duties</u> B 10 Advocacy and Public Relations <u>Personnel Policies</u> C 17 Accident Reporting and WCB Coverage (Natasha) <u>Personnel Policies</u> Appendix A Hours of Operation Appendix B Job Descriptions Appendix C Salary Grid <u>Safety and Use of Library Facilities</u> Appendix A Site Safety (muster point)</p>	<p>Raoul</p> <p>Natasha</p> <p>Tabled</p>	<p>Carried (2/3)</p> <p>Carried (2/3)</p>
	<p>3. July 7, 2020 Capital Planning Committee Notes Motion to accept for Board information.</p>	<p>Hillary</p>	<p>Carried</p>
	<p><u>Business Arising from the Minutes:</u> A. Friends Cash Calendar Fundraiser 2020 - Board approval needed to hold this fundraiser (<i>on site</i>).</p>		

	<ul style="list-style-type: none"> - <i>Sept 7th E-Vote Motion 2 – <u>Summary of Board Direction sent to the Friends to allow them to plan.</u></i> - <i>Since the Friends have already raised gaming funds well in excess of what we can use to support expected Library operations in 2021-22, the Board feels that it is inappropriate for us to support the 2020 Cash Calendar fundraiser being conducted as a library fundraiser at this difficult time.</i> <p><i>If the Friends decide to proceed with this fundraiser, as our valued fundraising partner, we will support their efforts virtually, and through a letter of support for the redirection of the Friends' fundraising efforts, as appropriate.</i></p> <p>Motion to accept for information.</p>		
	<p>B. Committee recommendation</p> <ul style="list-style-type: none"> - The purchase of furnishings included in the scope change should be deferred, and CFEP grant monies in excess of 50% matching will be repaid, as required. - Existing gaming funds raised by the Friends to be used to directly purchase these items post-COVID. <p>Motion to accept Committee recommendations</p> <p>Motion required to open an ATB savings account, for the purpose of holding cash equal to the final CFEP grant funding used. These funds will be placed in reserve (by Board motion) for 5 years after the final grant accounting is submitted, in the event repayment is required.</p>	James, 2 nd Lindsay	Carried
	<p>C. Gaming Use of Proceeds Allowable Uses per AGLC that the Friends brought forward for possible future consideration:</p> <ul style="list-style-type: none"> - Payment of rent for their use of library space - Direct program delivery <p><i>For 2021+, the Friends cannot reimburse us for our staff time; per our current Sponsorship model.</i></p> <ul style="list-style-type: none"> - Outdoor movie equipment, licensing. <p>For Board discussion / direction.</p>	Tabled	
	D. Date for Nov/2020 Capital Planning Meeting to be set	Tabled	Date:
2.B.	Board Action and Tabled Items at 2020/9 for information		
3.	NEW BUSINESS		
3.A.	Library Manager Update (Doreen) <ul style="list-style-type: none"> 1. COVID 19 reopening Sept 15+ feedback / next steps. 2. 2021 Budget (Draft 1) – review of assumptions 		
3.B.	Annual Plan of Service (POS) Review <ul style="list-style-type: none"> 1. Updated infographics (Summary of PLSB Annual Report) 2. 5 Year POS targets (from PLSB Annual Report Info) 3. POS review with municipalities <p>– Delegation requested to the Town of Falher October 13</p>		
3.C.	Board Recruitment and Advocacy Next Steps <ul style="list-style-type: none"> - Reappointment terms to be requested for existing directors - Feedback on October Board Newsletter update 		
3.D.	Annual Organizational Meeting		
4.	2020 Board Meeting Dates (1 st TUESDAY of the month) 7:00 – 8:30 pm via Zoom until further notice		

	January 7, February 4 (cancelled), March 3, April 7 (Virtual UFN), May 5, June 2, September 1, October 6, November 3, December 1 2021 Meeting Dates to be set November 3 rd .		
5.	Adjournment at pm		